



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
07-16

DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input type="checkbox"/>
SECRETARY OF STATE	Licensing and Enforcement	Bingo/Raffle-Rules- Notary		
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1	<u>Complaint/Informant Files</u> Complaints against licenses, Investigative Reports, Orders and Dispositions	Retained permanently in electronic format by the agency	All records are scanned and retained electronically	
2	<u>Licensing Files</u> Applications, Quarterly Reports, correspondence	Retained permanently in electronic format by the agency		
3	Administrative Rule Making Files	Retain by agency for 3 months or until administrative need ends and then destroy.		
4	Bingo Advisory Board Minutes	Retained permanently in electronic format by the agency		
5	Notary Applications	Retained permanently in electronic format by the agency		
I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.				
State Archivist's Signature <i>Terry Ketchum</i>		Date 11/6/2006	Records Liaison Officer's Signature <i>Sharon Chasen</i>	
Attorney General's Signature <i>John W. Santhurs by mm</i>		Date 11/27/06	State Auditor's Signature <i>Debbie S. S. S.</i>	